

CONFLICT OF INTERESTS POLICY



All members of the Knowstone Parish Hall management committee will strive to avoid any conflict of interest between their role on the committee on one hand and their personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purpose of this policy is to protect the integrity of the Parish Hall management committee’s decision-making process to enable users, hirers and the local population to have confidence in their integrity.

Examples of conflicts of interest could include:

- A Trustee who is a regular user who must decide whether fees from users should be increased.
- A Trustee who is also on the committee of another organisation that is competing for the same funding.
- A Trustee who has interests in a business that may be awarded a contract to do work or provide services to the Parish Hall.

Upon appointment each Trustee will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and updated as appropriate.

During meetings, Trustees will disclose any interests in a transaction or decision where there may be a conflict between the organisation’s interests and the Trustee’s interests or a conflict between the interests of two organisations that the Trustee is involved with. After such a disclosure, the Trustee may be asked to leave the room for the discussion and may not be able to take part in the decision depending on the judgement of the other Trustees present at the time.

Any such disclosure and the subsequent actions taken will be noted in the minutes.

Approved by the committee (MMYY): 02/2025	Next review due (YY): 2027
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